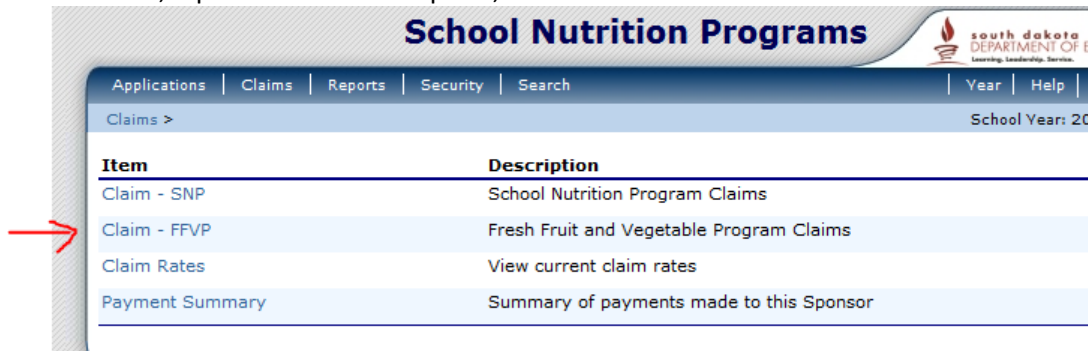


How to submit an FFVP Claim for Reimbursement:

1. After logging in to iCAN, click **Claims**.



2. Next, if provided with the option, click **Claim - FFVP**.



3. Select the month for which you are submitting the FFVP claim.

**School District name**

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2014					\$0.00
Aug 2014					\$0.00
Sep 2014					\$0.00
Oct 2014					\$0.00
Nov 2014					\$0.00
Dec 2014					\$0.00
Jan 2015					\$0.00
Feb 2015					\$0.00
Mar 2015					\$0.00
Apr 2015					\$0.00
May 2015					\$0.00
Jun 2015					\$0.00
<b>Year to Date Totals</b>					<b>\$0.00</b>

< Back

**Grant Summary School Year 2014 - 2015**

Site ID	Site Name	Grant Allocated	FFV & Oper Spent	Admin Spent	Remaining Balance
		\$3,500.00	\$0.00	\$0.00	\$3,500.00
<b>Totals</b>		<b>\$ 3,500.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 3,500.00</b>

**Site name**

Please note: the bottom of this page also provides an ongoing grant summary. This will allow for you to know how much of your allocation is remaining.

- After selecting your month, click 'Add Original Claim'.

**School Nutrition Programs**

south dakota  
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Learning. Leadership. Service.

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Claims > Claim Year at a Glance - FFVP > School Year: 2014 - 2015

**2014 - 2015 Fresh Fruit and Vegetable Claim Month Details**

5200100 Status: Active

**School District name**

Claim Month: January 2015

Action	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month.						
<b>Total Earned</b>					<b>\$ 0.00</b>	

[< Back](#)
[Add Original Claim](#)

Site ID	Site Name	Grant Period	Grant Allocated	FFV & Oper Spent	Admin Spent	Remaining Balance
0002	BISON ELEM	Oct 2014 - Jun 2015	\$8,000.00	\$335.84	\$0.00	\$7,664.16
<b>Totals</b>			<b>\$ 8,000.00</b>	<b>\$ 335.84</b>	<b>\$ 0.00</b>	<b>\$ 7,664.16</b>

**Site name**

- Select 'Add' next to the site that you are adding a claim for. This part may seem redundant, but is helpful for districts with multiple sites participating in the program.

**2014 - 2015 Fresh Fruit and Vegetable Claim Site List**

5200100 Status: Active

**School District name**

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2015	0				

Actions	Site ID	Site Name	Errors	Status
Add	0002	<b>Site name</b>		

[< Back](#)
[Submit For Payment](#)
[Approve](#)

6. Next, select the claim expenditures. We will start with the **Fresh Fruit and Vegetable Costs**.

## School Nutrition Programs

Applications | Claims | Reports | Security | Search

Year | Help | Log Out

Claims > Claim Year at a Glance - FFVP > School Year: 2014 - 2015

VIEW | MODIFY | DELETE

### Fresh Fruit and Vegetable Program Site Claim for Reimbursement

5200100 Status: Active

0002 Status: Active

School District name

Site name

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2015	0				

#### Claim Information

1. Number of Days of Operation for Fresh Fruit and Vegetable Program in this Report Month.

Claim Expenditures	Reviewed	Requested Expenditures	Approved Expenditures	%
2. Fresh Fruit and Vegetable Costs	no items	\$0.00	\$0.00	0.00
3. Operational Costs	no items	\$0.00	\$0.00	0.00
4. Administrative Costs	no items	\$0.00	\$0.00	0.00
Claim Totals		\$0.00	\$0.00	

#### Claim Comments

5. Sponsor Comments

Created By: ringalls on: 1/22/2015 6:15:54 PM Modified By: ringalls on: 1/22/2015 6:15:54 PM

Save

Cancel

VIEW | MODIFY | DELETE

Please see next page to continue.

- After clicking on *Fresh Fruit and Vegetable Costs*, enter the product description, size/weight/count of product, number of units, and cost per unit. **The Total Unit Cost will automatically calculate.**

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2015	0				

**Fresh Fruit**

	Product Description	Size/Weight of Shipping Unit	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.	Bananas	100	3	19.97	59.91	
2.	Kiwi	50	5	24.31	121.55	
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
				<b>Total Cost</b>	<b>\$ 181.46</b>	<b>\$ 0.00</b>

[More Lines](#)

**Fresh Vegetables**

	Product Description	Size/Weight of Shipping Unit	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.	Eggplant	3	1	14.95	14.95	
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
				<b>Total Cost</b>	<b>\$ 14.95</b>	<b>\$ 0.00</b>

[More Lines](#)

<b>Fresh Fruit and Vegetable Costs</b>					<b>\$ 196.41</b>	<b>\$ 0.00</b>
--	--	--	--	--	------------------	----------------

Created By: ringalls on: 1/22/2015 6:15:54 PM    Modified By: ringalls on: 1/22/2015 6:15:54 PM

[Save](#) [Cancel](#)

[VIEW](#) | [MODIFY](#)

- Click save when completed.

See the next page to continue.

8. After clicking Save, click **Finish** if you are done entering in Fresh Fruits and Vegetables costs.

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Claims > Claim Year at a Glance - FFVP > School Year: 2014 - 2015

### Fresh Fruit and Vegetable Program Site Claim for Reimbursement

#### Fresh Fruit and Vegetable Costs Items

5200100 Status: Active 0002 Status: Active

**School District name** **Site name**

The Items have been saved.

< Edit Finish

9. After clicking finish, the claim will return you back to the claim expenditure page. If you have other costs pertaining to operational costs or administrative costs, click the appropriate categories, and follow the process previously described in Step 7.

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Claims > Claim Year at a Glance - FFVP > School Year: 2014 - 2015

VIEW | MODIFY | DELETE

### Fresh Fruit and Vegetable Program Site Claim for Reimbursement

5200100 Status: Active 0002 Status: Active

**School District name** **Site name**

Code	Error Description
43000	Number of Operating Days must be greater than 0.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2015	0	01/22/2015			

#### Claim Information

1. Number of Days of Operation for Fresh Fruit and Vegetable Program in this Report Month. 12

Claim Expenditures	Reviewed	Requested Expenditures	Approved Expenditures	%
2. Fresh Fruit and Vegetable Costs		\$196.41	\$0.00	0.00
3. Operational Costs	no items	\$0.00	\$0.00	0.00
4. Administrative Costs	no items	\$0.00	\$0.00	0.00
<b>Claim Totals</b>		<b>\$196.41</b>	<b>\$0.00</b>	

#### Claim Comments

5. Sponsor Comments

Created By: ringalls on: 1/22/2015 6:15:54 PM Modified By: ringalls on: 1/22/2015 6:17:52 PM

Save Cancel

VIEW | MODIFY | DELETE

10. Remember to include the **Number of Days of Operation** for Fresh Fruit and Vegetable Program in the claimed month. Once you have completed the claim, click **Save**.

11. After clicking *save*, click **Finish**.

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Claims > Claim Year at a Glance - FFVP > School Year: 2014 - 2015

### Fresh Fruit and Vegetable Program Site Claim for Reimbursement

5200100 Status: Active 0002 Status: Active

**School District name** **Site name**

The Site Claim has been saved.

< Edit Finish

12. After clicking *finish*, click the **Submit For Payment** button.

School Nutrition Programs

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Claims > Claim Year at a Glance - FFVP > School Year: 2014 - 2015

### 2014 - 2015 Fresh Fruit and Vegetable Claim Site List

5200100 Status: Active

**School District name**

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2015	0	01/22/2015			

Actions	Site ID	Site Name	Errors	Status
View   Modify	0002	<b>Site name</b>		Validated

< Back **Submit For Payment** Approve

13. After submitting for payment, the claim status is now listed as Pending Approval.

The screenshot displays the 'School Nutrition Programs' web application interface. At the top, the title 'School Nutrition Programs' is centered. To the right is the South Dakota Department of Education logo with the tagline 'Learning. Leadership. Service.' Below the title is a navigation bar with links: Applications, Claims, Reports, Security, Search, Year, Help, and Log Out. A breadcrumb trail shows 'Claims > Claim Year at a Glance - FFVP >'. The school year '2014 - 2015' is indicated in the top right. The main heading is '2014 - 2015 Fresh Fruit and Vegetable Claim Site List'. Below this, a box shows '5200100' and 'Status: Active'. A callout box labeled 'School District name' points to this area. A table follows with columns: Month/Year Claimed, Adjustment Number, Date Received, Date Accepted, Date Processed, and Reason Code. The first row shows 'Jan 2015', '0', '01/22/2015', and 'Original'. Below this is another table with columns: Actions, Site ID, Site Name, Errors, and Status. The first row shows 'View | Modify', '0002', 'Site name' (with a callout box), and 'Pending Approval' (highlighted in yellow). At the bottom are buttons for '< Back', 'Submit For Payment', and 'Approve'.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2015	0	01/22/2015			Original

Actions	Site ID	Site Name	Errors	Status
View   Modify	0002	Site name		Pending Approval

The same information that was previously provided on FFVP claims is also being provided in the iCAN claim system, outside of service date. Invoices do not need to be submitted. Keep invoices for documentation purposes in the event of a review, of the State Agency having questions about the claim. No signature needs to be submitted, as the State Agency considers the submission of the claim as an electronic signature.